

CRIMINAL IDENTIFICATION SPECIALIST III



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

DEPARTMENTAL PROMOTIONAL SPOT - SACRAMENTO

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **October 5, 2012-** Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated in this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the department or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; or 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; or 3) persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at (www.calhr.ca.gov). Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN
RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

QUALIFICATIONS APPRAISAL INTERVIEW SALARY RANGE

Interviews will be held in November/December 2012.

\$3750-\$4522

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CRIMINAL IDENTIFICATION SPECIALIST III
VE15-8454 VR

BULLETIN RELEASE DATE: Thursday, September 20, 2012
FINAL FILING DATE: Friday, October 5, 2012

REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM
QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements.

Either I

One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II.

Or II

Experience: Three years of experience performing the technical phases of criminal identification work in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II.)

And

Education: Equivalent to completion to two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS

Definition of Terms

"Criminal identification duties" – Includes classification, search, and comparison of fingerprints; analysis and evaluation of information contained in reports.

"Equivalent to completion of two years of college" – completion of 60 semester units or 90 quarter units.

POSITION
DESCRIPTION

Criminal Identification Specialist III is the working supervisor level in the series, and is used primarily in the Fingerprint Section of the Bureau of Identification. This level performs the more complex fingerprint identifications and as a working supervisor, also directs the work of several units of the Fingerprint Section manned by 10 to 15 Criminal Identification Specialists I and II. Criminal Identification Specialists III may be assigned highly specialized identification duties which do not include supervision.

CONTINUE TO THE NEXT PAGE

EXAMINATION
INFORMATION

IN-BASKET EXERCISE - QUALIFICATIONS APPRAISAL INTERVIEW
- WEIGHTED 100%

This examination will consist of an In-Basket Exercise, and a Qualifications Appraisal Interview (QAP), weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR ANY PHASE OF THE THE EXAMINATION WILL BE DISQUALIFIED.**

In-Basket Exercise:

This testing component measures the following knowledges and abilities:

Knowledge of:

1. Principles and techniques of personnel management (i.e. direct the work of staff; manpower utilization and production reports.).
2. Various program terminology and acronyms used in criminal identification processes.
3. Principles and techniques of supervision (i.e. discipline process and hiring process.).
4. Department's policy and procedures regarding but not limited to Sexual Harassment, Workplace Violence, Reasonable Accommodation, etc.

Ability to:

1. Prioritize, assign and direct the work of staff.
2. Read and understand information and ideas presented in writing.
3. Demonstrate accuracy.
4. Effectively contribute to the Department's Equal Opportunity objectives.

Qualifications Appraisal Interview (QAP):

This testing component measures the following knowledges, and abilities:

Knowledge of:

1. Principles and techniques of personnel management (i.e. directing the work of staff; manpower utilization and production reports).
2. Criminal Identification Specialists' III role in the Department's Equal Employment Opportunity Program and the program's objectives.
3. Principles and techniques of supervision (i.e. discipline process and hiring process.).
4. Department's policy and procedures regarding but not limited to Sexual Harassment, Workplace Violence, Reasonable Accommodation, etc.

Ability to:

1. Prioritize, assign, and direct the work of staff.
2. Effectively contribute to the Department's Equal Opportunity objectives.

SPECIAL PERSONAL
CHARACTERISTICS

Retentive memory, keenness of observation, good judgment, accuracy, ability to maintain confidentiality of files, close attention to details, strong computer skills and personal integrity.

ADDITIONAL
REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS
PREFERENCE CREDITS/
CAREER CREDITS

Veterans' Preference Credits or Career Credits do not apply in this examination.

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov) California Department of Human Resources website at (www.jobs.ca.gov) and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the California Department of Human Resources.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039